

STATEWIDE HISTORIC PRESERVATION PLAN REQUIREMENTS
As outlined in the National Park Service Historic Preservation Fund Grants Manual

The State Plan shall be a single, concise written document whose length or format is not prescribed, containing an appropriate level of detail to communicate the major finding and conclusions, but not the raw data or technical analyses that led to those conclusions.

The State Plan shall be developed with the active involvement of a wide range of public, private and professional organizations, not just those preservation professionals and organizations. The goal is to encourage broadly-based acceptance or familiarity with the State Plan throughout the State, particularly by those groups, constituents, and organizations that have the greatest potential to affect historic and cultural resources. The specific list of those to be involved is not prescribed; it is whatever meets the standards and the circumstances of Delaware's planning environment. It should include preservation professionals and others who have an interest or expertise in historic preservation; Federal State, and local government planners; elected officials and others whose decisions affect or have the potential to affect historic resources; individuals and groups who may be affected by the planning process or the State Plan; locally recognized Native American groups; Certified Local Governments; minority groups and the disabled; and those who play a key role in shaping public opinion.

The State Plan shall address, at a general level, the full range of historic resources within the State, including buildings, structures, objects, districts, and sites, both prehistoric and historic. The various resource-specific plans/contexts which have been developed previously shall be reviewed in developing the State Plan but need not be specifically addressed in this document.

The State Plan shall contain, at a minimum, the following elements or sections:

- A summary of how the State Plan was developed, including a brief description of how the public participated.
- A summary assessment of the full range of historic and cultural resources throughout the State, including important issues facing historic preservation, threats and opportunities, and the current state of knowledge about historic and cultural resources throughout the State.
- Guidance for the management of historic and cultural resources throughout the State, such as is typically expressed in policies, strategies, goals, and objectives that provide a vision for the State as a whole, and a direction for the SHPO Office.
- The time frame of the State Plan (or "planning cycle"), including when the State Plan is next scheduled for revision.
- A bibliography of special studies and other support documents used in preparing the State Plan.

FACILITATOR'S ROLE IN PREPARATION OF STATEWIDE HISTORIC PRESERVATION PLAN

Provide support facilitation for internal meetings, public meetings, and stakeholder groups, working with a designated preservation consultant.

1. Refine the Roadmap and Roles: Meetings(s) with DHCA leadership and preservation consultant to fine tune the approach and key roles.
2. Public Meetings: Work with the preservation consultant to design agenda/flow and facilitate 4 public meetings, one in each of Delaware's three counties and one in the City of Wilmington.
3. Stakeholder Focus Groups: Work with the preservation consultant to design agenda/flow and facilitate 5 stakeholder focus group meetings.
4. De-briefing: Meet with DHCA leadership and preservation consultant to de-brief after meetings with public and stakeholders.